



WARREN COUNTY PARKS AND RECREATION DEPARTMENT

JOB DESCRIPTION

- I. Name of Position: Athletic Supervisor
II. Organization Unit: Administrative Office
III. General Summary: This individual is responsible for creating all league game and practice schedules.
IV. Qualifications: High School Diploma; proficient in Excel, Microsoft Word, PowerPoint, and Outlook;
V. Position Wage: This is a full-time position. The wage will be negotiated at the time of hire.
VI. Employee Classification: Non-Exempt
VII. Essential Job Functions: 1. In charge of creating, in cooperation with league representatives, assigned league game and practice schedules.
VIII. Special Work Conditions: Be able to meet deadlines, stay organized, and multi-task.
IX. Verification of Understanding Position: By signing this job description, I agree to perform the tasks outlined within and fully understand that I may be assigned other work-related duties and responsibilities as directed by the Director or Assistant Director of WCPRD.

WCPRD Employee Signature
Witness Signature

Date
Date

Director WCPRD Signature

Date